



OFFICE OF PUBLIC INSTRUCTION

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(406) 444-0169 (TTY)

Denise Juneau
Superintendent

SCHOOL NUTRITION PROGRAMS - ADMINISTRATIVE TRAINING

The **School Nutrition Programs Administrative Training** is for clerks/secretaries who administer the school nutrition programs. This three hour training will include information needed to successfully implement the program, approve free/reduced-price meal applications, and submit claims.

DATES AND LOCATIONS

Billings	August 18, 2009	10:00 am - 1:00 pm	Quality Inn Homestead 2036 Overland Ave., Billings, MT
Missoula	August 18, 2009	10:00 am - 1:00 pm	Missoula Health Department 301 W. Alder, Missoula, MT
Glendive	August 19, 2009	10:00 am - 1:00 pm	Dawson County High School IPV Room 900 N. Merrill, Glendive, MT
Havre	August 26, 2009	10:00 am - 1:00 pm	Havre School District Robins Administration, Second Floor 425 6th Street, Havre, MT
Great Falls	August 27, 2009	10:00 am - 1:00 pm	Great Falls Public School Administration Offices 1100 4th St. South, Great Falls, MT
Kalispell	August 27, 2009	10:00 am - 1:00 pm	United Way 1203 Highway 2 West Suite 26 Kalispell, MT

THE TRAINING IS FREE BUT REGISTRATION IS REQUIRED

Deadline for Registration is 5 days before date of training.

Call School Nutrition Programs at (406) 444-2501 for more information.

Administrative Training Registration (Please Print)

Complete one registration form for each person attending and mail or fax to:

Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501

Fax: (406) 444-2955

Name and Title _____

School District _____

Telephone _____ Fax _____

Email _____

I will attend training in:

Billings _____

Missoula _____

Glendive _____

Havre _____

Great Falls _____

Kalispell _____

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."